

<b>STANDARD FORM 98</b> Rev. Feb. 1973 <b>U.S. DEPARTMENT OF LABOR</b> Employment Standards Administration	<b>NOTICE OF INTENTION TO MAKE A SERVICE CONTRACT AND RESPONSE TO NOTICE</b> <i>(See Instructions on Reverse)</i>	1. NOTICE NO.  <div style="font-size: 2em; font-weight: bold;">A 71</div>																		
<b>MAIL TO:</b>  <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <b>Administrator</b>  <b>Wage and Hour Division</b>  <b>U.S. Department of Labor</b>  <b>Washington, D.C. 20210</b> </div>		2. Estimated solicitation date (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">4</td> <td style="text-align: center;">29</td> <td style="text-align: center;">05</td> </tr> </table> 3. Estimated date bids or proposals to be opened or negotiations begun (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">06</td> <td style="text-align: center;">09</td> <td style="text-align: center;">05</td> </tr> </table> 4. Date contract performance to begin (use numerals) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Month</td> <td style="width: 33%;">Day</td> <td style="width: 33%;">Year</td> </tr> <tr> <td style="text-align: center;">09</td> <td style="text-align: center;">01</td> <td style="text-align: center;">05</td> </tr> </table>	Month	Day	Year	4	29	05	Month	Day	Year	06	09	05	Month	Day	Year	09	01	05
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5. PLACE(S) OF PERFORMANCE Oak Ridge, Tennessee (Anderson) Richland, Washington (Benton) Newport News, Virginia (York)	6. SERVICES TO BE PERFORMED (describe) Administrative Support Services (filing, word processing, graphics, etc).																			
7. INFORMATION ABOUT PERFORMANCE A. <input checked="" type="checkbox"/> Services now performed by a contractor B. <input type="checkbox"/> Services now performed by Federal employees C. <input type="checkbox"/> Services not presently being performed																				
8. IF BOX A IN ITEM 7 IS MARKED, COMPLETE ITEM 8 AS APPLICABLE																				
a. Name and address of incumbent contractor  Critique Resource Consulting Corporation  1001 Lake Forest Blvd. Suite 200 New Orleans, LA 70127	b. Number(s) of any wage determination(s) in incumbent's contract  94-2493 Revision 19 94-2569 Revision 22																			
C. Name(s) of union(s) if services are being performed under collective bargaining agreement(s). <i>Important:</i> Attach copies of current applicable collective bargaining agreements  N/A		<b>RESPONSE TO NOTICE</b> <i>(by Department of Labor)</i> A. <input checked="" type="checkbox"/> The attached wage determination (s) listed below apply to procurement.  <div style="font-family: cursive; font-size: 1.2em;">           94-2493<sup>3</sup>(21), 94-2569(22)            94-2493(36)         </div> B. <input type="checkbox"/> As of this date, no wage determination applicable to the specified locality and classes of employees is in effect.  C. <input type="checkbox"/> From information supplied, the Service Contract Act does not apply (see attached explanation).  D. <input type="checkbox"/> Notice returned for additional information (see attached explanation).  <div style="text-align: right;">           Signed:   <div style="display: flex; justify-content: space-between; width: 100px;"> <div><i>(U.S. Department of Labor)</i></div> <div>4/28/05</div> </div> <div style="text-align: right; font-size: 0.8em;">(Date)</div> </div>																		
9. OFFICIAL SUBMITTING NOTICE <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">SIGNED:</td> <td style="width: 50%;">DATE:</td> </tr> <tr> <td style="height: 40px;"></td> <td></td> </tr> <tr> <td>TYPE OR PRINT NAME:</td> <td>TELEPHONE NO.</td> </tr> </table>		SIGNED:	DATE:			TYPE OR PRINT NAME:	TELEPHONE NO.													
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TYPE OR PRINT NAME:	TELEPHONE NO.																			
10. TYPE OR PRINT NAME AND TITLE OF PERSON TO WHOM RESPONSE IS TO BE SEND AND NAME AND ADDRESS OF DEPARTMENT OR AGENCY, BUREAU, DIVISION, ETC.  <div style="border: 1px solid black; height: 100px; margin: 10px auto; width: 80%;"></div>																				

94-2493 TN, KNOXVILLE

WAGE DETERMINATION NO: 94-2493 REV (21) AREA: TN, KNOXVILLE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2494

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross Division of  
Director Wage Determinations

Wage Determination No.: 1994-2493  
Revision No.: 21  
Date Of Revision: 04/19/2005

State: Tennessee

Area: Tennessee Counties of Anderson, Blount, Campbell, Claiborne, Cumberland, Fentress, Grainger, Hamblen, Jefferson, Knox, Loudon, Monroe, Morgan, Pickett, Roane, Scott, Sevier, Union

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	10.05
01012 - Accounting Clerk II	10.98
01013 - Accounting Clerk III	11.93
01014 - Accounting Clerk IV	13.34
01030 - Court Reporter	14.83
01050 - Dispatcher, Motor Vehicle	14.43
01060 - Document Preparation Clerk	11.52
01070 - Messenger (Courier)	9.04
01090 - Duplicating Machine Operator	11.52
01110 - Film/Tape Librarian	10.62
01115 - General Clerk I	8.20
01116 - General Clerk II	9.74
01117 - General Clerk III	11.85
01118 - General Clerk IV	13.29
01120 - Housing Referral Assistant	16.42
01131 - Key Entry Operator I	10.13
01132 - Key Entry Operator II	13.19
01191 - Order Clerk I	9.75
01192 - Order Clerk II	13.65
01261 - Personnel Assistant (Employment) I	9.51
01262 - Personnel Assistant (Employment) II	11.29
01263 - Personnel Assistant (Employment) III	13.73
01264 - Personnel Assistant (Employment) IV	15.42
01270 - Production Control Clerk	16.26
01290 - Rental Clerk	10.62
01300 - Scheduler, Maintenance	13.36
01311 - Secretary I	13.36
01312 - Secretary II	14.83
01313 - Secretary III	16.42
01314 - Secretary IV	18.28

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01315 - Secretary V	20.22
01320 - Service Order Dispatcher	14.26
01341 - Stenographer I	12.74
01342 - Stenographer II	14.33
01400 - Supply Technician	18.28
01420 - Survey Worker (Interviewer)	12.40
01460 - Switchboard Operator-Receptionist	11.50
01510 - Test Examiner	14.61
01520 - Test Proctor	14.61
01531 - Travel Clerk I	10.76
01532 - Travel Clerk II	11.46
01533 - Travel Clerk III	12.33
01611 - Word Processor I	11.15
01612 - Word Processor II	12.38
01613 - Word Processor III	14.74
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	11.40
03041 - Computer Operator I	12.28
03042 - Computer Operator II	13.73
03043 - Computer Operator III	16.63
03044 - Computer Operator IV	17.95
03045 - Computer Operator V	19.87
03071 - Computer Programmer I (1)	18.73
03072 - Computer Programmer II (1)	23.22
03073 - Computer Programmer III (1)	25.01
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	25.84
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	12.28
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	17.56
05010 - Automotive Glass Installer	13.35
05040 - Automotive Worker	13.35
05070 - Electrician, Automotive	14.03
05100 - Mobile Equipment Servicer	11.97
05130 - Motor Equipment Metal Mechanic	14.69
05160 - Motor Equipment Metal Worker	13.35
05190 - Motor Vehicle Mechanic	14.48
05220 - Motor Vehicle Mechanic Helper	11.43
05250 - Motor Vehicle Upholstery Worker	12.66
05280 - Motor Vehicle Wrecker	13.35
05310 - Painter, Automotive	15.91
05340 - Radiator Repair Specialist	13.35
05370 - Tire Repairer	10.86
05400 - Transmission Repair Specialist	14.48
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	8.38
07010 - Baker	10.96
07041 - Cook I	9.46
07042 - Cook II	10.55
07070 - Dishwasher	7.80
07130 - Meat Cutter	12.42
07250 - Waiter/Waitress	7.79
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	15.48
09040 - Furniture Handler	10.90
09070 - Furniture Refinisher	15.48
09100 - Furniture Refinisher Helper	12.42
09110 - Furniture Repairer, Minor	13.93

09130 - Upholsterer	15.48
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.43
11060 - Elevator Operator	8.70
11090 - Gardener	11.57
11121 - House Keeping Aid I	7.75
11122 - House Keeping Aid II	8.89
11150 - Janitor	10.15
11210 - Laborer, Grounds Maintenance	9.53
11240 - Maid or Houseman	7.75
11270 - Pest Controller	13.16
11300 - Refuse Collector	11.58
11330 - Tractor Operator	12.24
11360 - Window Cleaner	10.60
12000 - Health Occupations	
12020 - Dental Assistant	12.02
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.22
12071 - Licensed Practical Nurse I	11.67
12072 - Licensed Practical Nurse II	13.07
12073 - Licensed Practical Nurse III	14.64
12100 - Medical Assistant	11.33
12130 - Medical Laboratory Technician	12.23
12160 - Medical Record Clerk	9.77
12190 - Medical Record Technician	13.54
12221 - Nursing Assistant I	8.15
12222 - Nursing Assistant II	9.06
12223 - Nursing Assistant III	9.99
12224 - Nursing Assistant IV	11.22
12250 - Pharmacy Technician	12.19
12280 - Phlebotomist	11.36
12311 - Registered Nurse I	19.16
12312 - Registered Nurse II	23.46
12313 - Registered Nurse II, Specialist	23.46
12314 - Registered Nurse III	26.04
12315 - Registered Nurse III, Anesthetist	26.04
12316 - Registered Nurse IV	30.91
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	18.37
13011 - Exhibits Specialist I	15.73
13012 - Exhibits Specialist II	19.86
13013 - Exhibits Specialist III	25.22
13041 - Illustrator I	15.13
13042 - Illustrator II	19.86
13043 - Illustrator III	25.22
13047 - Librarian	20.94
13050 - Library Technician	10.78
13071 - Photographer I	11.91
13072 - Photographer II	15.73
13073 - Photographer III	19.86
13074 - Photographer IV	25.55
13075 - Photographer V	30.07
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.75
15030 - Counter Attendant	7.75
15040 - Dry Cleaner	10.12
15070 - Finisher, Flatwork, Machine	7.75
15090 - Presser, Hand	7.75
15100 - Presser, Machine, Drycleaning	7.75
15130 - Presser, Machine, Shirts	7.75
15160 - Presser, Machine, Wearing Apparel, Laundry	7.75

15190 - Sewing Machine Operator	10.82
15220 - Tailor	11.52
15250 - Washer, Machine	8.57
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	15.31
19040 - Tool and Die Maker	18.29
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	14.46
21020 - Material Coordinator	14.86
21030 - Material Expediter	14.86
21040 - Material Handling Laborer	11.28
21050 - Order Filler	10.28
21071 - Forklift Operator	12.52
21080 - Production Line Worker (Food Processing)	12.52
21100 - Shipping/Receiving Clerk	12.47
21130 - Shipping Packer	12.47
21140 - Store Worker I	10.08
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.63
21210 - Tools and Parts Attendant	12.52
21400 - Warehouse Specialist	12.52
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	20.28
23040 - Aircraft Mechanic Helper	15.20
23050 - Aircraft Quality Control Inspector	20.72
23060 - Aircraft Servicer	17.05
23070 - Aircraft Worker	18.03
23100 - Appliance Mechanic	15.48
23120 - Bicycle Repairer	12.77
23125 - Cable Splicer	17.84
23130 - Carpenter, Maintenance	15.48
23140 - Carpet Layer	14.73
23160 - Electrician, Maintenance	18.72
23181 - Electronics Technician, Maintenance I	16.95
23182 - Electronics Technician, Maintenance II	17.82
23183 - Electronics Technician, Maintenance III	18.65
23260 - Fabric Worker	15.32
23290 - Fire Alarm System Mechanic	16.22
23310 - Fire Extinguisher Repairer	13.56
23340 - Fuel Distribution System Mechanic	17.74
23370 - General Maintenance Worker	14.74
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.22
23430 - Heavy Equipment Mechanic	16.22
23440 - Heavy Equipment Operator	13.97
23460 - Instrument Mechanic	20.52
23470 - Laborer	10.73
23500 - Locksmith	15.48
23530 - Machinery Maintenance Mechanic	19.19
23550 - Machinist, Maintenance	17.86
23580 - Maintenance Trades Helper	12.42
23640 - Millwright	16.60
23700 - Office Appliance Repairer	15.48
23740 - Painter, Aircraft	18.16
23760 - Painter, Maintenance	15.48
23790 - Pipefitter, Maintenance	17.01
23800 - Plumber, Maintenance	16.23
23820 - Pneudraulic Systems Mechanic	16.22
23850 - Rigger	16.95
23870 - Scale Mechanic	14.74
23890 - Sheet-Metal Worker, Maintenance	16.22
23910 - Small Engine Mechanic	14.74

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23930 - Telecommunication Mechanic I	17.91
23931 - Telecommunication Mechanic II	18.72
23950 - Telephone Lineman	17.91
23960 - Welder, Combination, Maintenance	16.22
23965 - Well Driller	16.22
23970 - Woodcraft Worker	16.22
23980 - Woodworker	13.22
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	8.66
24580 - Child Care Center Clerk	10.78
24600 - Chore Aid	8.51
24630 - Homemaker	13.40
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	18.21
25040 - Sewage Plant Operator	17.52
25070 - Stationary Engineer	18.21
25190 - Ventilation Equipment Tender	12.61
25210 - Water Treatment Plant Operator	19.10
27000 - Protective Service Occupations	
(not set) - Police Officer	16.22
27004 - Alarm Monitor	13.60
27006 - Corrections Officer	13.60
27010 - Court Security Officer	14.38
27040 - Detention Officer	13.60
27070 - Firefighter	13.29
27101 - Guard I	9.14
27102 - Guard II	11.51
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	14.40
28020 - Hatch Tender	14.40
28030 - Line Handler	14.40
28040 - Stevedore I	13.02
28050 - Stevedore II	14.44
29000 - Technical Occupations	
21150 - Graphic Artist	17.05
29010 - Air Traffic Control Specialist, Center (2)	31.49
29011 - Air Traffic Control Specialist, Station (2)	21.71
29012 - Air Traffic Control Specialist, Terminal (2)	23.92
29023 - Archeological Technician I	15.55
29024 - Archeological Technician II	17.39
29025 - Archeological Technician III	21.52
29030 - Cartographic Technician	23.50
29035 - Computer Based Training (CBT) Specialist/ Instructor	25.84
29040 - Civil Engineering Technician	18.74
29061 - Drafter I	11.77
29062 - Drafter II	13.21
29063 - Drafter III	17.37
29064 - Drafter IV	21.52
29081 - Engineering Technician I	14.20
29082 - Engineering Technician II	15.93
29083 - Engineering Technician III	19.58
29084 - Engineering Technician IV	23.44
29085 - Engineering Technician V	25.44
29086 - Engineering Technician VI	30.80
29090 - Environmental Technician	18.02
29100 - Flight Simulator/Instructor (Pilot)	27.62
29160 - Instructor	20.80
29210 - Laboratory Technician	15.86
29240 - Mathematical Technician	16.20
29361 - Paralegal/Legal Assistant I	15.31

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29362 - Paralegal/Legal Assistant II	17.03
29363 - Paralegal/Legal Assistant III	20.78
29364 - Paralegal/Legal Assistant IV	25.20
29390 - Photooptics Technician	18.85
29480 - Technical Writer	23.31
29491 - Unexploded Ordnance (UXO) Technician I	20.02
29492 - Unexploded Ordnance (UXO) Technician II	24.22
29493 - Unexploded Ordnance (UXO) Technician III	29.03
29494 - Unexploded (UXO) Safety Escort	20.02
29495 - Unexploded (UXO) Sweep Personnel	20.02
29620 - Weather Observer, Senior (3)	16.52
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	14.86
29622 - Weather Observer, Upper Air (3)	14.86
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	12.73
31260 - Parking and Lot Attendant	7.86
31290 - Shuttle Bus Driver	13.62
31300 - Taxi Driver	8.96
31361 - Truckdriver, Light Truck	14.21
31362 - Truckdriver, Medium Truck	15.01
31363 - Truckdriver, Heavy Truck	16.24
31364 - Truckdriver, Tractor-Trailer	16.24
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	9.21
99030 - Cashier	8.32
99041 - Carnival Equipment Operator	10.21
99042 - Carnival Equipment Repairer	10.88
99043 - Carnival Worker	8.11
99050 - Desk Clerk	9.16
99095 - Embalmer	20.53
99300 - Lifeguard	10.52
99310 - Mortician	23.06
99350 - Park Attendant (Aide)	13.21
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	10.04
99500 - Recreation Specialist	12.45
99510 - Recycling Worker	14.60
99610 - Sales Clerk	10.67
99620 - School Crossing Guard (Crosswalk Attendant)	9.81
99630 - Sport Official	10.52
99658 - Survey Party Chief (Chief of Party)	16.28
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	14.80
99660 - Surveying Aide	10.79
99690 - Swimming Pool Operator	13.39
99720 - Vending Machine Attendant	11.28
99730 - Vending Machine Repairer	13.39
99740 - Vending Machine Repairer Helper	11.28

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an

adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

94-2569 WA, YAKIMA

WAGE DETERMINATION NO: 94-2569 REV (22) AREA: WA, YAKIMA

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2570

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REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W. Gross Division of  
Director Wage Determinations

Wage Determination No.: 1994-2569  
Revision No.: 22  
Date Of Revision: 08/09/2004

States: Oregon, Washington

Area: Oregon Counties of Baker, Grant, Harney, Malheur, Morrow, Umatilla, Union,  
Wallowa, Wheeler  
Washington Counties of Benton, Franklin, Walla Walla, Yakima

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations	
01011 - Accounting Clerk I	10.58
01012 - Accounting Clerk II	11.87
01013 - Accounting Clerk III	13.53
01014 - Accounting Clerk IV	16.34
01030 - Court Reporter	14.95
01050 - Dispatcher, Motor Vehicle	14.85
01060 - Document Preparation Clerk	12.01
01070 - Messenger (Courier)	9.49
01090 - Duplicating Machine Operator	12.01
01110 - Film/Tape Librarian	12.14
01115 - General Clerk I	9.20
01116 - General Clerk II	10.25
01117 - General Clerk III	12.01
01118 - General Clerk IV	13.46
01120 - Housing Referral Assistant	18.17
01131 - Key Entry Operator I	11.14
01132 - Key Entry Operator II	12.01
01191 - Order Clerk I	11.07
01192 - Order Clerk II	12.09
01261 - Personnel Assistant (Employment) I	12.01
01262 - Personnel Assistant (Employment) II	13.48
01263 - Personnel Assistant (Employment) III	15.08
01264 - Personnel Assistant (Employment) IV	17.11
01270 - Production Control Clerk	17.02
01290 - Rental Clerk	11.59
01300 - Scheduler, Maintenance	13.99
01311 - Secretary I	13.99
01312 - Secretary II	15.63
01313 - Secretary III	18.66
01314 - Secretary IV	20.92

01315 - Secretary V	23.14
01320 - Service Order Dispatcher	15.10
01341 - Stenographer I	12.01
01342 - Stenographer II	13.33
01400 - Supply Technician	20.92
01420 - Survey Worker (Interviewer)	12.55
01460 - Switchboard Operator-Receptionist	10.38
01510 - Test Examiner	15.63
01520 - Test Proctor	15.63
01531 - Travel Clerk I	11.74
01532 - Travel Clerk II	12.62
01533 - Travel Clerk III	13.50
01611 - Word Processor I	11.34
01612 - Word Processor II	12.74
01613 - Word Processor III	14.25
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	11.06
03041 - Computer Operator I	13.18
03042 - Computer Operator II	16.28
03043 - Computer Operator III	20.58
03044 - Computer Operator IV	23.79
03045 - Computer Operator V	25.52
03071 - Computer Programmer I (1)	17.97
03072 - Computer Programmer II (1)	23.03
03073 - Computer Programmer III (1)	27.32
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	24.00
03102 - Computer Systems Analyst II (1)	27.62
03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	13.52
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.71
05010 - Automotive Glass Installer	16.84
05040 - Automotive Worker	16.84
05070 - Electrician, Automotive	17.78
05100 - Mobile Equipment Servicer	14.95
05130 - Motor Equipment Metal Mechanic	18.71
05160 - Motor Equipment Metal Worker	16.84
05190 - Motor Vehicle Mechanic	18.71
05220 - Motor Vehicle Mechanic Helper	14.00
05250 - Motor Vehicle Upholstery Worker	15.88
05280 - Motor Vehicle Wrecker	16.84
05310 - Painter, Automotive	17.78
05340 - Radiator Repair Specialist	16.84
05370 - Tire Repairer	14.44
05400 - Transmission Repair Specialist	18.71
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	9.89
07010 - Baker	15.66
07041 - Cook I	13.97
07042 - Cook II	15.66
07070 - Dishwasher	9.89
07130 - Meat Cutter	15.66
07250 - Waiter/Waitress	11.04
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	17.78
09040 - Furniture Handler	11.71
09070 - Furniture Refinisher	17.78
09100 - Furniture Refinisher Helper	14.00
09110 - Furniture Repairer, Minor	15.88

09130 - Upholsterer	17.78
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	9.92
11060 - Elevator Operator	10.88
11090 - Gardener	15.35
11121 - House Keeping Aid I	8.76
11122 - House Keeping Aid II	10.39
11150 - Janitor	11.97
11210 - Laborer, Grounds Maintenance	12.13
11240 - Maid or Houseman	9.22
11270 - Pest Controller	17.88
11300 - Refuse Collector	11.97
11330 - Tractor Operator	14.51
11360 - Window Cleaner	13.35
12000 - Health Occupations	
12020 - Dental Assistant	13.83
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.54
12071 - Licensed Practical Nurse I	12.79
12072 - Licensed Practical Nurse II	14.34
12073 - Licensed Practical Nurse III	16.05
12100 - Medical Assistant	12.36
12130 - Medical Laboratory Technician	13.55
12160 - Medical Record Clerk	12.40
12190 - Medical Record Technician	13.58
12221 - Nursing Assistant I	8.23
12222 - Nursing Assistant II	9.25
12223 - Nursing Assistant III	10.09
12224 - Nursing Assistant IV	11.32
12250 - Pharmacy Technician	12.82
12280 - Phlebotomist	13.01
12311 - Registered Nurse I	19.16
12312 - Registered Nurse II	23.46
12313 - Registered Nurse II, Specialist	23.46
12314 - Registered Nurse III	28.39
12315 - Registered Nurse III, Anesthetist	28.39
12316 - Registered Nurse IV	34.00
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	17.92
13011 - Exhibits Specialist I	15.52
13012 - Exhibits Specialist II	18.52
13013 - Exhibits Specialist III	20.53
13041 - Illustrator I	15.52
13042 - Illustrator II	18.52
13043 - Illustrator III	20.53
13047 - Librarian	23.17
13050 - Library Technician	13.59
13071 - Photographer I	15.10
13072 - Photographer II	17.46
13073 - Photographer III	20.92
13074 - Photographer IV	23.31
13075 - Photographer V	25.87
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	8.62
15030 - Counter Attendant	8.62
15040 - Dry Cleaner	10.89
15070 - Finisher, Flatwork, Machine	8.62
15090 - Presser, Hand	8.62
15100 - Presser, Machine, Drycleaning	8.62
15130 - Presser, Machine, Shirts	8.62
15160 - Presser, Machine, Wearing Apparel, Laundry	8.62

15190 - Sewing Machine Operator	11.65
15220 - Tailor	12.41
15250 - Washer, Machine	9.38
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.96
19040 - Tool and Die Maker	22.98
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	15.89
21020 - Material Coordinator	16.65
21030 - Material Expediter	16.65
21040 - Material Handling Laborer	10.15
21050 - Order Filler	11.28
21071 - Forklift Operator	11.81
21080 - Production Line Worker (Food Processing)	12.34
21100 - Shipping/Receiving Clerk	11.14
21130 - Shipping Packer	11.23
21140 - Store Worker I	10.09
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	13.61
21210 - Tools and Parts Attendant	12.32
21400 - Warehouse Specialist	12.76
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	18.66
23040 - Aircraft Mechanic Helper	14.00
23050 - Aircraft Quality Control Inspector	19.68
23060 - Aircraft Servicer	15.88
23070 - Aircraft Worker	16.84
23100 - Appliance Mechanic	17.78
23120 - Bicycle Repairer	14.44
23125 - Cable Splicer	20.58
23130 - Carpenter, Maintenance	18.69
23140 - Carpet Layer	16.84
23160 - Electrician, Maintenance	22.97
23181 - Electronics Technician, Maintenance I	16.75
23182 - Electronics Technician, Maintenance II	20.50
23183 - Electronics Technician, Maintenance III	21.58
23260 - Fabric Worker	16.77
23290 - Fire Alarm System Mechanic	19.87
23310 - Fire Extinguisher Repairer	15.76
23340 - Fuel Distribution System Mechanic	19.87
23370 - General Maintenance Worker	16.84
23400 - Heating, Refrigeration and Air Conditioning Mechanic	18.71
23430 - Heavy Equipment Mechanic	21.15
23440 - Heavy Equipment Operator	20.13
23460 - Instrument Mechanic	19.87
23470 - Laborer	9.99
23500 - Locksmith	17.78
23530 - Machinery Maintenance Mechanic	18.71
23550 - Machinist, Maintenance	18.71
23580 - Maintenance Trades Helper	14.00
23640 - Millwright	19.87
23700 - Office Appliance Repairer	18.84
23740 - Painter, Aircraft	18.84
23760 - Painter, Maintenance	17.78
23790 - Pipefitter, Maintenance	22.58
23800 - Plumber, Maintenance	21.45
23820 - Pneudraulic Systems Mechanic	19.87
23850 - Rigger	19.87
23870 - Scale Mechanic	17.81
23890 - Sheet-Metal Worker, Maintenance	20.58
23910 - Small Engine Mechanic	17.81

23930 - Telecommunication Mechanic I	19.87
23931 - Telecommunication Mechanic II	20.91
23950 - Telephone Lineman	19.87
23960 - Welder, Combination, Maintenance	18.71
23965 - Well Driller	19.87
23970 - Woodcraft Worker	19.87
23980 - Woodworker	15.76
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	9.13
24580 - Child Care Center Clerk	12.40
24600 - Chore Aid	10.51
24630 - Homemaker	13.13
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	22.56
25040 - Sewage Plant Operator	21.39
25070 - Stationary Engineer	22.56
25190 - Ventilation Equipment Tender	18.71
25210 - Water Treatment Plant Operator	21.19
27000 - Protective Service Occupations	
(not set) - Police Officer	25.20
27004 - Alarm Monitor	13.67
27006 - Corrections Officer	18.00
27010 - Court Security Officer	20.23
27040 - Detention Officer	18.00
27070 - Firefighter	20.67
27101 - Guard I	10.89
27102 - Guard II	13.67
28000 - Stevedoring/Longshoremen Occupations	
28010 - Blocker and Bracer	17.67
28020 - Hatch Tender	17.67
28030 - Line Handler	17.67
28040 - Stevedore I	16.36
28050 - Stevedore II	18.84
29000 - Technical Occupations	
21150 - Graphic Artist	19.54
29010 - Air Traffic Control Specialist, Center (2)	29.93
29011 - Air Traffic Control Specialist, Station (2)	20.63
29012 - Air Traffic Control Specialist, Terminal (2)	22.72
29023 - Archeological Technician I	14.36
29024 - Archeological Technician II	16.05
29025 - Archeological Technician III	19.89
29030 - Cartographic Technician	21.05
29035 - Computer Based Training (CBT) Specialist/ Instructor	24.72
29040 - Civil Engineering Technician	20.48
29061 - Drafter I	11.56
29062 - Drafter II	12.99
29063 - Drafter III	16.69
29064 - Drafter IV	19.89
29081 - Engineering Technician I	13.26
29082 - Engineering Technician II	14.88
29083 - Engineering Technician III	17.97
29084 - Engineering Technician IV	21.05
29085 - Engineering Technician V	26.52
29086 - Engineering Technician VI	35.66
29090 - Environmental Technician	19.95
29100 - Flight Simulator/Instructor (Pilot)	27.62
29160 - Instructor	19.17
29210 - Laboratory Technician	17.26
29240 - Mathematical Technician	20.14
29361 - Paralegal/Legal Assistant I	15.30

Section J  
Attachment C

29362 - Paralegal/Legal Assistant II	18.89
29363 - Paralegal/Legal Assistant III	21.04
29364 - Paralegal/Legal Assistant IV	25.65
29390 - Photooptics Technician	20.14
29480 - Technical Writer	18.76
29491 - Unexploded Ordnance (UXO) Technician I	19.02
29492 - Unexploded Ordnance (UXO) Technician II	23.01
29493 - Unexploded Ordnance (UXO) Technician III	27.58
29494 - Unexploded (UXO) Safety Escort	19.02
29495 - Unexploded (UXO) Sweep Personnel	19.02
29620 - Weather Observer, Senior (3)	18.61
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	16.74
29622 - Weather Observer, Upper Air (3)	16.74
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	14.13
31260 - Parking and Lot Attendant	9.75
31290 - Shuttle Bus Driver	12.63
31300 - Taxi Driver	11.88
31361 - Truckdriver, Light Truck	12.12
31362 - Truckdriver, Medium Truck	13.77
31363 - Truckdriver, Heavy Truck	16.89
31364 - Truckdriver, Tractor-Trailer	16.89
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	12.19
99030 - Cashier	9.04
99041 - Carnival Equipment Operator	13.74
99042 - Carnival Equipment Repairer	14.68
99043 - Carnival Worker	10.29
99050 - Desk Clerk	9.13
99095 - Embalmer	19.02
99300 - Lifeguard	9.99
99310 - Mortician	19.02
99350 - Park Attendant (Aide)	12.55
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.96
99500 - Recreation Specialist	13.90
99510 - Recycling Worker	14.64
99610 - Sales Clerk	10.83
99620 - School Crossing Guard (Crosswalk Attendant)	11.54
99630 - Sport Official	9.99
99658 - Survey Party Chief (Chief of Party)	19.53
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	16.79
99660 - Surveying Aide	12.27
99690 - Swimming Pool Operator	17.73
99720 - Vending Machine Attendant	14.64
99730 - Vending Machine Repairer	17.73
99740 - Vending Machine Repairer Helper	14.64

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, 4 weeks after 10 years, and 5 weeks after 20 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

**Source of Occupational Title and Descriptions:**

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

**Conformance Process:**

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C) (vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

94-2543 VA,NORFOLK

WAGE DETERMINATION NO: 94-2543 REV (36) AREA: VA,NORFOLK

HEALTH AND WELFARE LEVEL - INSURANCE ONLY \*\*OTHER WELFARE LEVEL WD:94-2544

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REGISTER OF WAGE DETERMINATIONS UNDER		U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT		EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor		WAGE AND HOUR DIVISION
		WASHINGTON D.C. 20210
		Wage Determination No.: 1994-2543
William W.Gross	Division of	Revision No.: 36
Director	Wage Determinations	Date Of Revision: 11/10/2004

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States: North Carolina, Virginia

Area: North Carolina Counties of Camden, Chowan, Currituck, Gates, Pasquotank,  
Perquimans

Virginia Counties of Chesapeake, Gloucester, Hampton, Isle of Wight, James City,  
Mathews, Newport News, Norfolk, Poquoson, Portsmouth, Southampton, Suffolk, Surry,  
Virginia Beach, Williamsburg, York

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\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

OCCUPATION CODE - TITLE

MINIMUM WAGE RATE

01000 - Administrative Support and Clerical Occupations

01011 - Accounting Clerk I	8.38
01012 - Accounting Clerk II	10.58
01013 - Accounting Clerk III	13.17
01014 - Accounting Clerk IV	14.28
01030 - Court Reporter	14.23
01050 - Dispatcher, Motor Vehicle	12.73
01060 - Document Preparation Clerk	10.92
01070 - Messenger (Courier)	8.68
01090 - Duplicating Machine Operator	10.92
01110 - Film/Tape Librarian	10.56
01115 - General Clerk I	8.73
01116 - General Clerk II	10.75
01117 - General Clerk III	13.37
01118 - General Clerk IV	14.95
01120 - Housing Referral Assistant	17.27
01131 - Key Entry Operator I	10.04
01132 - Key Entry Operator II	12.64
01191 - Order Clerk I	12.24
01192 - Order Clerk II	16.02
01261 - Personnel Assistant (Employment) I	12.63
01262 - Personnel Assistant (Employment) II	14.59
01263 - Personnel Assistant (Employment) III	16.33
01264 - Personnel Assistant (Employment) IV	18.20
01270 - Production Control Clerk	19.21
01290 - Rental Clerk	12.49
01300 - Scheduler, Maintenance	13.00
01311 - Secretary I	14.30
01312 - Secretary II	16.65

01313 - Secretary III	19.00
01314 - Secretary IV	22.28
01315 - Secretary V	23.39
01320 - Service Order Dispatcher	12.73
01341 - Stenographer I	11.56
01342 - Stenographer II	14.19
01400 - Supply Technician	20.25
01420 - Survey Worker (Interviewer)	12.02
01460 - Switchboard Operator-Receptionist	10.18
01510 - Test Examiner	15.14
01520 - Test Proctor	15.14
01531 - Travel Clerk I	9.92
01532 - Travel Clerk II	10.59
01533 - Travel Clerk III	11.30
01611 - Word Processor I	11.86
01612 - Word Processor II	14.30
01613 - Word Processor III	14.96
03000 - Automatic Data Processing Occupations	
03010 - Computer Data Librarian	10.35
03041 - Computer Operator I	12.14
03042 - Computer Operator II	14.02
03043 - Computer Operator III	17.37
03044 - Computer Operator IV	20.13
03045 - Computer Operator V	21.39
03071 - Computer Programmer I (1)	19.24
03072 - Computer Programmer II (1)	21.77
03073 - Computer Programmer III (1)	25.96
03074 - Computer Programmer IV (1)	27.62
03101 - Computer Systems Analyst I (1)	27.31
03102 - Computer Systems Analyst II (1)	27.62

03103 - Computer Systems Analyst III (1)	27.62
03160 - Peripheral Equipment Operator	12.14
05000 - Automotive Service Occupations	
05005 - Automotive Body Repairer, Fiberglass	18.20
05010 - Automotive Glass Installer	16.60
05040 - Automotive Worker	16.60
05070 - Electrician, Automotive	17.38
05100 - Mobile Equipment Servicer	15.00
05130 - Motor Equipment Metal Mechanic	18.20
05160 - Motor Equipment Metal Worker	16.60
05190 - Motor Vehicle Mechanic	18.20
05220 - Motor Vehicle Mechanic Helper	14.15
05250 - Motor Vehicle Upholstery Worker	15.78
05280 - Motor Vehicle Wrecker	16.60
05310 - Painter, Automotive	17.38
05340 - Radiator Repair Specialist	15.78
05370 - Tire Repairer	13.37
05400 - Transmission Repair Specialist	18.20
07000 - Food Preparation and Service Occupations	
(not set) - Food Service Worker	7.92
07010 - Baker	9.05
07041 - Cook I	8.43
07042 - Cook II	9.32
07070 - Dishwasher	7.42
07130 - Meat Cutter	12.69
07250 - Waiter/Waitress	7.56
09000 - Furniture Maintenance and Repair Occupations	
09010 - Electrostatic Spray Painter	21.23
09040 - Furniture Handler	13.34
09070 - Furniture Refinisher	16.03

09100 - Furniture Refinisher Helper	13.05
09110 - Furniture Repairer, Minor	14.56
09130 - Upholsterer	16.03
11030 - General Services and Support Occupations	
11030 - Cleaner, Vehicles	8.87
11060 - Elevator Operator	8.87
11090 - Gardener	10.19
11121 - House Keeping Aid I	7.59
11122 - House Keeping Aid II	9.73
11150 - Janitor	9.16
11210 - Laborer, Grounds Maintenance	9.52
11240 - Maid or Houseman	7.59
11270 - Pest Controller	11.63
11300 - Refuse Collector	11.02
11330 - Tractor Operator	9.71
11360 - Window Cleaner	9.71
12000 - Health Occupations	
12020 - Dental Assistant	11.31
12040 - Emergency Medical Technician (EMT)/Paramedic/Ambulance Driver	13.79
12071 - Licensed Practical Nurse I	11.36
12072 - Licensed Practical Nurse II	12.75
12073 - Licensed Practical Nurse III	14.26
12100 - Medical Assistant	10.59
12130 - Medical Laboratory Technician	13.35
12160 - Medical Record Clerk	11.99
12190 - Medical Record Technician	13.15
12221 - Nursing Assistant I	7.77
12222 - Nursing Assistant II	8.74
12223 - Nursing Assistant III	9.54
12224 - Nursing Assistant IV	10.69

12250 - Pharmacy Technician	11.84
12280 - Phlebotomist	12.32
12311 - Registered Nurse I	19.72
12312 - Registered Nurse II	23.42
12313 - Registered Nurse II, Specialist	23.42
12314 - Registered Nurse III	28.34
12315 - Registered Nurse III, Anesthetist	28.34
12316 - Registered Nurse IV	33.96
13000 - Information and Arts Occupations	
13002 - Audiovisual Librarian	14.23
13011 - Exhibits Specialist I	16.06
13012 - Exhibits Specialist II	19.51
13013 - Exhibits Specialist III	21.67
13041 - Illustrator I	17.63
13042 - Illustrator II	21.42
13043 - Illustrator III	23.78
13047 - Librarian	22.37
13050 - Library Technician	12.68
13071 - Photographer I	11.73
13072 - Photographer II	15.55
13073 - Photographer III	18.89
13074 - Photographer IV	20.98
13075 - Photographer V	25.39
15000 - Laundry, Dry Cleaning, Pressing and Related Occupations	
15010 - Assembler	7.07
15030 - Counter Attendant	7.07
15040 - Dry Cleaner	9.03
15070 - Finisher, Flatwork, Machine	7.07
15090 - Presser, Hand	7.07
15100 - Presser, Machine, Drycleaning	7.07

15130 - Presser, Machine, Shirts	7.07
15160 - Presser, Machine, Wearing Apparel, Laundry	7.07
15190 - Sewing Machine Operator	9.68
15220 - Tailor	10.33
15250 - Washer, Machine	7.72
19000 - Machine Tool Operation and Repair Occupations	
19010 - Machine-Tool Operator (Toolroom)	18.75
19040 - Tool and Die Maker	20.78
21000 - Material Handling and Packing Occupations	
21010 - Fuel Distribution System Operator	15.62
21020 - Material Coordinator	19.21
21030 - Material Expediter	19.21
21040 - Material Handling Laborer	9.88
21050 - Order Filler	10.15
21071 - Forklift Operator	14.07
21080 - Production Line Worker (Food Processing)	13.56
21100 - Shipping/Receiving Clerk	11.48
21130 - Shipping Packer	12.10
21140 - Store Worker I	10.29
21150 - Stock Clerk (Shelf Stocker; Store Worker II)	12.94
21210 - Tools and Parts Attendant	14.93
21400 - Warehouse Specialist	14.36
23000 - Mechanics and Maintenance and Repair Occupations	
23010 - Aircraft Mechanic	20.68
23040 - Aircraft Mechanic Helper	15.24
23050 - Aircraft Quality Control Inspector	21.60
23060 - Aircraft Servicer	16.99
23070 - Aircraft Worker	17.87
23100 - Appliance Mechanic	17.63
23120 - Bicycle Repairer	13.37

23125 - Cable Splicer	20.32
23130 - Carpenter, Maintenance	16.03
23140 - Carpet Layer	17.61
23160 - Electrician, Maintenance	20.86
23181 - Electronics Technician, Maintenance I	18.11
23182 - Electronics Technician, Maintenance II	18.52
23183 - Electronics Technician, Maintenance III	19.84
23260 - Fabric Worker	14.56
23290 - Fire Alarm System Mechanic	16.79
23310 - Fire Extinguisher Repairer	13.84
23340 - Fuel Distribution System Mechanic	18.95
23370 - General Maintenance Worker	15.31
23400 - Heating, Refrigeration and Air Conditioning Mechanic	16.79
23430 - Heavy Equipment Mechanic	16.79
23440 - Heavy Equipment Operator	16.79
23460 - Instrument Mechanic	16.79
23470 - Laborer	10.02
23500 - Locksmith	18.17
23530 - Machinery Maintenance Mechanic	18.43
23550 - Machinist, Maintenance	16.79
23580 - Maintenance Trades Helper	13.05
23640 - Millwright	20.58
23700 - Office Appliance Repairer	16.03
23740 - Painter, Aircraft	18.24
23760 - Painter, Maintenance	16.03
23790 - Pipefitter, Maintenance	18.69
23800 - Plumber, Maintenance	17.84
23820 - Pneudraulic Systems Mechanic	16.79
23850 - Rigger	16.79
23870 - Scale Mechanic	15.31

23890 - Sheet-Metal Worker, Maintenance	16.79
23910 - Small Engine Mechanic	15.31
23930 - Telecommunication Mechanic I	16.79
23931 - Telecommunication Mechanic II	20.16
23950 - Telephone Lineman	16.79
23960 - Welder, Combination, Maintenance	16.79
23965 - Well Driller	16.79
23970 - Woodcraft Worker	16.79
23980 - Woodworker	13.84
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	7.32
24580 - Child Care Center Clerk	11.32
24600 - Chore Aid	6.93
24630 - Homemaker	10.88
25000 - Plant and System Operation Occupations	
25010 - Boiler Tender	17.76
25040 - Sewage Plant Operator	17.81
25070 - Stationary Engineer	17.76
25190 - Ventilation Equipment Tender	14.36
25210 - Water Treatment Plant Operator	17.81
27000 - Protective Service Occupations	
(not set) - Police Officer	17.47
27004 - Alarm Monitor	13.15
27006 - Corrections Officer	13.60
27010 - Court Security Officer	14.67
27040 - Detention Officer	13.60
27070 - Firefighter	13.99
27101 - Guard I	9.30
27102 - Guard II	11.13
28000 - Stevedoring/Longshoremen Occupations	

28010 - Blocker and Bracer	15.07
28020 - Hatch Tender	15.07
28030 - Line Handler	15.07
28040 - Stevedore I	15.44
28050 - Stevedore II	16.96
29000 - Technical Occupations	
21150 - Graphic Artist	18.24
29010 - Air Traffic Control Specialist, Center (2)	30.50
29011 - Air Traffic Control Specialist, Station (2)	21.03
29012 - Air Traffic Control Specialist, Terminal (2)	23.16
29023 - Archeological Technician I	13.29
29024 - Archeological Technician II	14.95
29025 - Archeological Technician III	18.46
29030 - Cartographic Technician	20.13
29035 - Computer Based Training (CBT) Specialist/ Instructor	27.31
29040 - Civil Engineering Technician	18.89
29061 - Drafter I	11.71
29062 - Drafter II	13.18
29063 - Drafter III	16.56
29064 - Drafter IV	20.13
29081 - Engineering Technician I	15.58
29082 - Engineering Technician II	16.67
29083 - Engineering Technician III	20.54
29084 - Engineering Technician IV	24.87
29085 - Engineering Technician V	29.05
29086 - Engineering Technician VI	35.89
29090 - Environmental Technician	16.43
29100 - Flight Simulator/Instructor (Pilot)	27.62
29160 - Instructor	21.28
29210 - Laboratory Technician	16.35

29240 - Mathematical Technician	20.13
29361 - Paralegal/Legal Assistant I	12.85
29362 - Paralegal/Legal Assistant II	15.60
29363 - Paralegal/Legal Assistant III	19.09
29364 - Paralegal/Legal Assistant IV	23.09
29390 - Photooptics Technician	20.13
29480 - Technical Writer	22.30
29491 - Unexploded Ordnance (UXO) Technician I	19.38
29492 - Unexploded Ordnance (UXO) Technician II	23.45
29493 - Unexploded Ordnance (UXO) Technician III	28.11
29494 - Unexploded (UXO) Safety Escort	19.38
29495 - Unexploded (UXO) Sweep Personnel	19.38
29620 - Weather Observer, Senior (3)	18.44
29621 - Weather Observer, Combined Upper Air and Surface Programs (3)	17.04
29622 - Weather Observer, Upper Air (3)	17.04
31000 - Transportation/ Mobile Equipment Operation Occupations	
31030 - Bus Driver	11.43
31260 - Parking and Lot Attendant	7.69
31290 - Shuttle Bus Driver	11.11
31300 - Taxi Driver	10.29
31361 - Truckdriver, Light Truck	11.11
31362 - Truckdriver, Medium Truck	12.17
31363 - Truckdriver, Heavy Truck	14.64
31364 - Truckdriver, Tractor-Trailer	14.64
99000 - Miscellaneous Occupations	
99020 - Animal Caretaker	7.99
99030 - Cashier	7.67
99041 - Carnival Equipment Operator	10.11
99042 - Carnival Equipment Repairer	10.61
99043 - Carnival Worker	7.20

99050 - Desk Clerk	8.30
99095 - Embalmer	17.93
99300 - Lifeguard	9.77
99310 - Mortician	23.11
99350 - Park Attendant (Aide)	12.25
99400 - Photofinishing Worker (Photo Lab Tech., Darkroom Tech)	9.04
99500 - Recreation Specialist	14.85
99510 - Recycling Worker	13.50
99610 - Sales Clerk	9.40
99620 - School Crossing Guard (Crosswalk Attendant)	9.62
99630 - Sport Official	8.49
99658 - Survey Party Chief (Chief of Party)	15.04
99659 - Surveying Technician (Instr. Person/Surveyor Asst./Instr.)	13.67
99660 - Surveying Aide	9.39
99690 - Swimming Pool Operator	11.69
99720 - Vending Machine Attendant	11.47
99730 - Vending Machine Repairer	13.44
99740 - Vending Machine Repairer Helper	11.47

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$2.59 an hour or \$103.60 a week or \$448.93 a month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 8 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the

performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year: New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4.174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

**\*\* NOTES APPLYING TO THIS WAGE DETERMINATION \*\***

Under the policy and guidance contained in All Agency Memorandum No. 159, the Wage and Hour Division does not recognize, for section 4(c) purposes, prospective wage rates and fringe benefit provisions that are effective only upon such contingencies as "approval of Wage and Hour, issuance of a wage determination, incorporation of the wage determination in the contract, adjusting the contract price, etc." (The relevant CBA section) in the collective bargaining agreement between (the parties) contains contingency language that Wage and Hour does not recognize as reflecting "arm's length negotiation" under section 4(c) of the Act and 29 C.F.R. 5.11(a) of the regulations. This wage determination therefore reflects the actual CBA wage rates and fringe benefits paid under the predecessor contract.

Source of Occupational Title and Descriptions:

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fourth Edition, January 1993, as amended by the Third Supplement, dated March 1997, unless otherwise indicated. This publication may be obtained from the Superintendent of Documents, at 202-783-3238, or by writing to the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Copies of specific job descriptions may also be obtained from the appropriate contracting officer.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE (Standard Form 1444 (SF 1444))

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. (See Section 4.6 (C)(vi)) When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.